



HEALTH & SAFETY

HANDBOOK

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INTRODUCTION

Welcome to VEDANT CORPORATION.

This handbook is provided by VEDPRO TECHNOSYS PVT LTD to ensure all its Employees, Contractors, Sub-contractors, Visitors and Customers are aware of its Health & Safety requirements as a condition of employment or working and being on its premises.

Health and Safety is to be an integral part of all work conducted in our business. If you are an employee or contractor as a prior condition to commencing work, you are required to read through this manual to ensure you understand our Health and Safety requirements.

On the following pages you'll find a series of VEDPRO TECHNOSYS PVT LTD most important safety issues. They are laid out under headings; General Requirements, Emergency Response, Hazards, Procedures and Forms.

Since in many sections of our operation employees may find themselves working or operating in any number of situations at company it therefore becomes necessary to know and understand the requirements of each of these elements.

New employees and contractors are required to complete an assessment to test their understanding and competency after this handbook has been explained and demonstrated to them at an induction. The assessment can be found in Appendix XVI.

Failure to follow these steps may result in your employment or contract being discontinued.



VAIBHAV SHIRURKAR
PROPRIETOR

ENVIRONMENT, HEALTH & SAFETY (EHS) POLICY

VEDPRO TECHNOSYS PVT. LTD. is committed to maintain and enhance Environment, Health and Safety performance of the organization by :

- Provide and maintain a healthy working environment at all times.
- Strive to ensure adequate control of health and safety risks arising from work activities.
- Provide all required instruction, training, supervision and other relevant health and safety information to employees.
- Ensure that all employees are competent to work safely in activities they are engaged in.
- Continue to consult with and update employees on all health and safety issues.
- Provide, as a minimum, risk assessments for all common tasks engaged in by employees.
- Encourage all employees to take reasonable care for the health and safety of himself / herself and fellow employees, and to report to appropriate personnel any hazard that cannot be controlled personally.

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DRUGS & ALCOHOL POLICY

Recognizing the potential negative effects of alcohol and drugs on the organization, in particular the hazards that those individuals who abuse alcohol and/or drugs pose to themselves, their co-workers, and the general public, the company has implemented a drug and alcohol policy.

Drug and alcohol abuse is not acceptable in the workplace, the acknowledges its obligation to take all reasonable steps to ensure the health and safety of its workers.

The drugs and alcohol policy applies to all employees of Vedpro Technosys.

For the purposes of this policy, the following are prohibited:

1. Being impaired by alcohol/drugs while at work
2. The possession or use of illicit drugs on company premises, at worksites or in company vehicles.
3. The presence in the body of illicit drugs while at work
4. Refusal to submit to drug/alcohol testing, failure to report to a company designated facility for a drug/alcohol test, or tampering or attempting to tamper with a test sample.

Employees violating the provisions of this policy are subject to disciplinary action up to and including termination of employment.



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FIT FOR DUTY POLICY

Vedpro Technosys Pvt. Ltd. has an obligation to provide a healthy and safe working environment for employees, contractors and other personnel and is committed to the prevention of occupational injury and illness.

All persons are to be fit for duty and:

- Present at the workplace in a responsible and safe manner.
- Maintain a high standard of professionalism and personal conduct.
- Perform their duties without imposing unacceptable risks to the health and safety of plant.

If any person of Vedpro Technosys is assessed as not fit for duty :

- They must report to the responsible officer and co-operate in assessing and managing the risks involved; and
- The responsible officer must take action to minimize the risk to health and safety of that person, other personnel or to the safety of the plant.



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ART A: GENERAL REQUIREMENTS

Company Safety Rules

The following safety rules must be strictly adhered to at all times when carrying out work for or on behalf of VEDPRO TECHNOSYS PVT LTD:

- Where required or designated, approved safety equipment or clothing must be worn
- Machinery and equipment must not be operated without guards or with damaged guards
- Safety devices must not be tampered with or overridden
- Inspect machinery or equipment for hazards before use
- Follow recommended procedures for handling dangerous or hazardous substances (know where your MSDS sheets are located)
- Keep aisles, exits, driveways and fire extinguisher access clear
- Before entering a work area observe safety signs and rules
- Apply best practice manual handling techniques when lifting heavy objects, use team lifting or mechanical lifting devices where appropriate
- Report all unsafe acts and conditions
- Before starting any new project job, look for and discuss safety hazards with your supervisor
- You must not operate machinery or equipment unless you are adequately trained
- Be fully aware of evacuation and emergency procedures
- It is your responsibility to ensure housekeeping is maintained to a high standard
- If injured at work you must participate in the rehabilitation programme if deemed appropriate by your treatment provider
- You must report any injury, plant damage or near miss to your supervisor
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.

Smoking

Smoking is strictly prohibited in any building, vehicle and (includes company cars, vans or facility) with the exception of a designated smoking area.

B: EMERGENCY RESPONSE

Emergency Procedures

The site has an evacuation procedure. There are appointed people in each site specifically trained in emergency situations who take charge during an evacuation.

You must be familiar with these instructions:

In the event of an emergency:

Isolate electrical plant and equipment if safe to do so. Leave the building by the nearest & safest exit.
Proceed to the designated assembly area, located at: _____

Do not re-enter the building until the all clear has been given by the Fire Warden.

Fire Safety

Reduce the risk of fire by maintaining good housekeeping and notifying the General Manager of any fire hazards you come across.

You should only attempt to extinguish a fire if it is safe to do so. Fire extinguishers are only intended for use on small fires or as a life saving device to enable escape.

Don't be a hero ring 111.

YOUR FIRE WARDEN IS _____

Earthquake

In the event of an earthquake remain in the room.
Move away from windows and tall or heavy cabinets.

Take immediate shelter under solid furniture such as tables or desks. Await instructions from your Warden if evacuation is necessary.

Assemble in front of the building.

Prior to evacuation and only if it is safe to do so, turn off all electrical appliances.

Hazardous Substances Spill

In the event of a hazardous substance spill, inform the site supervisor and follow their instructions, they have been specifically trained in what to do.

Make sure you know the location of the chemical spill kit for clean up purposes. Use the PPE provided for clean ups.

Know the location of Material Safety Data Sheets (MSDS). Don't flush chemical spills down storm water drains.

First Aid

- If you require treatment proceed to the nearest Treatment Provider such as a Medical Centre or clinic.
- Record the treatment in the first aid register (see Appendix I).

Near Miss Reporting

A near miss is defined as an incident that almost happens and damage to equipment or people is narrowly avoided.

If this happens to you or you observe it happen to someone else it is critical to our health and safety programme that it is reported.

You can do this on the "Initial Safety Event notification" form (see Appendix IX)

We need to nip it in the bud before it happens again, next time may be FATAL

PART C: HAZARDS

To help reduce the health and safety risks in your work area you need to report any hazards (something that has the potential to cause injury or harm). It is your responsibility to report hazards to the VEDPRO TECHNOSYS PVT LTD management.

You can do this by simply filling in the Initial Safety Event Notification form, (see [Appendix IX](#)). If it is a new hazard it will have to be managed and controlled correctly.

All the hazards that have been identified in your work area will be shown to you by way of a hazard register (see [Appendix IV](#)). Here are some common hazards that you need to be aware of and know how to work safely around them.

Manual Handling

Many painful injuries are caused by lifting, pushing or carrying, and are avoidable by using proper manual handling techniques.

Do not attempt to lift or carry loads that are beyond your physical capability, if its too heavy use a mechanical lifting device or practice team lifting. Follow these steps:

- Plan the lift and the route to be taken. Test the size and weight of the load.

- Don't be a hero get someone to help you if it is too heavy or too large. Stand close to the item/object with your feet apart.

- Bend your knees and lean forward.

- Get a good firm grip on the item/object. Use your leg muscles to lift, not your back. Never twist at the waist.

- Move your feet while lifting or moving a load.

Housekeeping

- ☑ Keep your work area clean and orderly that includes your work vehicle.
- It is your responsibility to do this not the job of others.
- A tidy work area or vehicle promotes and encourages smart work habits.

Electrical Work

- Electrical dangers are not always obvious.
- Inspect electrical equipment and that includes portable leads before use.
- Are the inspection test date tags on electrical leads and portable tools current.
- Switch the power OFF before inserting or pulling out a power cord.
- Portable leads will trip you up if left across walkways.
- Working on live electrical equipment must only be considered as a last resort, and then only when an adequate, risk assessment has been undertaken.

If testing on live electrical installations for faults or to ensure systems are operating effectively, then a Permit to Work may be required.

The following procedures will be carried out when isolating circuits to conduct work:

Circuit breakers must be locked out with a single key lock & tagged out. If this is not practicable, then

Circuit breaker switches will be tagged in an "OFF" position using a "DANGER – OUT OF SERVICE" tag, secured to the switch.

Site Manager or H&S staff shall be advised of the pending work.

Compressed Air

Use suitable goggles, masks and other protective clothing when using compressed air.

Ensure that the correct fittings are available and being used.

Do not use compressed air to blow dust from clothing or skin
..... this practice can be FATAL.

Always treat compressed air with respect.

Slips, Trips & Falls

Slips, trips and falls cause injuries. These injuries can be prevented by:

1. Good housekeeping (e.g. keep walkways clear at all times).

2. Reporting hazards.
3. Wearing appropriate PPE.
4. Good manual handling practices or techniques.

We can all prevent these injuries by looking out for spills, keeping the floor clear of obstacles/obstructions and by wearing the correct safety footwear. If you see something which could potentially cause a slip, trip or fall injury don't walk past and ignore it, do something about it.

Remember housekeeping is everyone's responsibility

PART D: PROCEDURES

Personal Protective Equipment (PPE)

VEDPRO TECHNOSYS PVT LTD provides PPE for your safety and benefit – use them as the occasion arises and check that:

PPE provided offers you adequate protection for its intended use.

It is properly maintained and any defects are reported immediately. It is returned to the proper storage after its intended use.

Those using it are adequately trained on its safe use (see policy *Appendix III*)

Do not rely entirely on PPE alone to protect you against hazards. Use PPE in conjunction with guards, engineering controls and written safe operating procedures.

PPE is available to you for protection of the head, ears, eyes, breathing, hands, arms, feet and legs. In general you should wear safety footwear, hi-vis vest or shirt at all times.

Practical Jokes/Horseplay

- Horseplay, skylarking or just clowning around has no place in our business.
- Practical jokes may get laughs, but it can end up by giving someone a lifetime of sorrow.
- That someone could be you.

Lock Out/ Tag Out

Lock out and danger tags are used to warn of danger or to indicate that tools, machinery and equipment are defective. This means they must not

be operated because their operation may cause injury to workers or damage to machinery or equipment:

- Isolate the power at the main switchboard.
- Remove fuses, lock out MSB (equipment to include circuit breaker lock and padlock) and tag out the isolator switch.
- If you did not put on the padlock or tag you cannot take it off.

Training

- ☑ VEDANT CORPORATION is responsible to ensure that persons who work for or on behalf of the company attend a safety induction-training course on their first day and prior to commencing work of any type.
- No person is to work on any machinery, equipment or process until they have been instructed and educated using job safety analysis (JSA) or safe operating procedures (SOP).
 - Individual needs will be identified through performance appraisals including industry qualifications, site safe etc and training records kept on employees personal files (see Appendix X).

Tool Box Talks

Toolbox talks are an excellent method for communicating and obtaining employee involvement on health and safety issues. Regular (good rule of thumb every two weeks and no longer than 5 to 10 minutes) toolbox

sessions need to be conducted with a prearranged health and safety topic on the agenda (e.g. wearing of safety gear, new safe operating procedure, hazard identified, a reported accident or near miss) and talks documented (see Appendix XII).

To ensure your toolbox talk is effective you should:

1. Carefully plan the session
2. Focus on a few key points eg wearing safety glasses when using electrical appliances
3. Use examples from personal or other experiences e.g. injuries or near misses

APPENDIX II

NEW STARTER HEALTH & SAFETY INDUCTION CHECKLIST

The VEDANT CORPORATION safety goal is that “Nobody gets Hurt”, its General Manager is the person responsible to complete the health & safety induction with the new employee on their first day of work. Explain and demonstrate each of the health and safety elements with the employee before it is ticked off as completed.

Below is a list of induction elements to be signed off with the new employee. Have him/her tick the appropriate box when the element step has been covered.

The General Manager is to sign as a record of their role for explaining the induction checklist to the new starter who in turn must sign as their record of understanding the safety requirements.

Employees Name: Date of Induction:/...../.....

Buddy's Name:

Induction Elements	Training Steps Covered	Tick
Employer/Employee Responsibilities	<p>Employees under the Health & Safety in Employment Act 1992, are responsible for their own and other safety</p> <p>Employers under the Health & Safety in Employment Act 1992, have to provide its employees a safe work environment</p>	
Emergency Evacuation	<p>Assembly point explained and location shown</p> <p>Location of fire extinguishers/hoses shown</p> <p>Evacuation plan location shown and explained</p> <p>Exit doors shown Fire Warden introduced</p>	
Hazard Management	<p>Report any hazard you identify to your General Manager / Supervisor</p> <p>Show copy of hazard reporting form</p> <p>Hazard register to be given to employee, explain hazards & controls</p>	
Safety Equipment	<p>Personal Protective Equipment (PPE) issued and recorded as appropriate to position Correct training of its use carried out PPE must be worn if issued for your protection</p>	

Accident & Incident Reporting	<p>All first aid treatments are to be recorded in the first aid register</p> <p>All accidents must be reported to your General Manager / Supervisor immediately & Accident Report Form filled out Report a near loss (an event that could have caused an injury) show the near loss report form and where these are located</p>	
Rehabilitation	<p>Explain ACC functions for work related injuries</p> <p>Alternative duties programme explained</p> <p>Inform the name of the MASON AIR CONDITIONING Medical Treatment Provider (Company Doctor)</p>	
First Aid	<p>Show the location of the first aid cabinets</p> <p>Introduce the key first aider to the employee</p>	

Health & Safety Policies	Show the location of the VEDPRO TECHNOSYS PVT LTD Health & Safety Policy	
Health & Safety Handbook	Provide a copy of the VEDPRO TECHNOSYS PVT LTD Health & Safety Handbook to the employee, get them to sign as acknowledgement of their understanding and compliance of the prescribed H&S rules, and completion of the competency test (at back of handbook)	

(Employee: signature)

-----/-----/-----

(Date)



(General Manager: signature)

-----/-----/-----

(Date)

APPENDIX III

SAFETY EQUIPMENT POLICY

1. All staff members of VEDPRO TECHNOSYS PVT LTD will be issued upon permanent appointment with personal protective equipment.
2. The following minimum precautions should be observed whenever exposure to potentially dangerous situations occur:
 - Gloves – are to be worn to protect hands for specific jobs.
 - Safety glasses – are to be used when there is potential exposure to flying objects, chemical splashes .
 - Respirator – can protect against contaminated atmosphere, such as gases or fumes
 - Helmets – for electrical shock, falling objects and overhead structures
 - Ear plugs or muffs – are to be used when excessive noise levels are prevalent

- Steel capped footwear – are to be worn at all times at a clients workplace and on the premises of VEDPRO TECHNOSYS PVT LTD
 - Hi-vis Vests or overalls – to be worn on client sites for easy identification when working around moving vehicles etc
3. All staff members are required to wear the safety equipment and clothing as the occasion arises or prescribed by a Safe Operating Procedure.
 4. Any employee who arrives for work without the correct safety equipment shall be required to remedy the situation before any work can commence.
 5. VEDANT CORPORATION will provide training of the use of PPE. This training shall include the need for PPE, the proper type and personal fit of PPE, maintenance, inspection, and cleaning and proper storage of PPE.
 6. Failure to comply with this policy could result in dismissal through the VEDANT CORPORATION disciplinary procedures.

I, have received the following safety equipment listed below and have read and agree to abide by the above conditions.

PPE Type	Date of Issue	Signature

EMPLOYEE TRAINING RECORD

Name of Employee: Employment Status: Permanent/ Casual/ Student

Employment Start Date://

Training Course	Competency	License/Certificate No.	Trainer	Date	Refresher Due	Trainee Signature

COMPETENCY

KEY: 1 = Untrained (unable to do task without direct supervision)
 = (can perform task by oneself without immediate supervision)
 2 Trained
 = (capable of training other employees to do this task)
 3 Trainer

TOOL BOX TALK MEETING RECORD

Supervisor:	
Department:	
Date:	

*Team meetings should be short 5 to 10 minutes
Health and Safety should be the first thing on the agenda*

Attendees:	
Health & Safety issues:	
Other Topics:	

<i>What Significant questions or concerns were expressed?</i>

Action Points		Responsibility	Deadline

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